



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref: PPCC/RL/CEO/1109/'20

March 10, 2020

Hon. Sam Mannah  
**ACTING MANAGING DIRECTOR**  
National Insurance Corporation of Liberia  
Republic of Liberia

Dear Hon. Mannah:

Subject: **RECEIPT AND APPROVAL OF SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for National Insurance Corporation of Liberia SBA Procurement Plan for FY2019/2020 in the accordance with **Section 40(3)** of the PPCA Act, 2010 the Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40(5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it become necessary, review and update its procurement plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the procurement plan and be provided with a copy of the updated procurement plan. Please note that the approval of a method on the procurement plan is deemed as the Commission's full approval and as such a Procuring Entity will not be require to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimate public confidence in our procurement and concession Processes.

Kind regards,

  
Jargbe Roseline Nagbe Kowo (Acty).  
**CHIEF EXECUTIVE OFFICER**

Regulating and Monitoring Compliance with the Public Procurement and Concession Act of Liberia

National Insurance Corporation of Liberia  
Procurement Plan (SBA Core Budget)

Source of Funding: GOL National Budget-Fiscal Year 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITE M NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activity Code	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/ DRAWINGS	PREP OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZ ATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FINAL PAYMENT
PLAN NED	1	IFB NO./NICOL/SB A/RB/001/2019	Petroleum Products		585 gallons	1,820.00	RB	10/25/19	11/14/19	11/16/19	12/09/18	12/16/19	01/06/19	03/07/19	06/02/20	N/A	06/17/20	06/30/20
UPDA TE																		
ACTU AL																		
PLAN NED	2	IFB NO./NICOL/SB A/RFO/001/18/ 19	Stationery															
UPDA TE																		
ACTU AL																		
PLAN NED	3	IFB NO./NICOL/SB A/RFO/002/201 9	Cleaning Materials															
UPDA TE																		
ACTU AL																		
GRAND TOTAL						\$3,636.00												

Prepared by: Laila B. Genoway  
Laila B. Genoway  
Procurement Director/ Manager- 0777007889

Approved by: Hon. Sam Mannah  
Hon. Sam Mannah  
Head of Entity/Chairman Proc. Committee



Date: 03-03-20

[Signature]



National Insurance Corporation of Liberia  
Procurement Plan Explanatory Notes (SBA Core Budget)  
Fiscal Year 2019/2020

Item NO.	Contract Package Code	Contract Package	Content of Contract Package
1.	IFBNO./NICOL/SBA/RB/001/2019	Petroleum Products	The purchase of 585 gallons @ USD\$ 3.11 considering the approved price issued by LPRC and MOC.
2.	IFBNO./NICOL/SBA/RFQ/001/2019	Stationery	Reference to the purchase of assorted stationery to include sheet, pens, Cartridges etc.
3.	IFBNO./NICOL/SBA/RFQ/002/2019	Cleaning Materials	Refers to the purchased of Cleaning Material to including Tissue, Chlorine, Chloride, Floor Mop, Broom, Soap, Air Freshener
4.		Office Building Rental	This did not appear on the Procurement Plan due to an assisting contract with the owner of the Building housing us—USD\$7,500.00

Prepared By: Laila B. Genoway  
LAILA B. GENOWAY  
Procurement Director

Date: 8/13/2020

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